



CITY OF HOUSTON

Executive Order

Subject: **Guidelines for Requesting Legal Department Work**

E.O. No.

1-18 Revised

Effective Date:

March 2, 1999

1. PURPOSE AND OBJECTIVES

- 1.1 To ensure that the City's overall legal interests are protected and to ensure consistent and efficient use of the City's Legal Department.

2. SCOPE

- 2.1 This Executive Order is applicable to all requests for substantive legal services to be performed by the Legal Department.

3. PROCEDURE

- 3.1 It is the policy of the City's Legal Department to prepare substantive legal work, such as contracts, policy ordinances and other substantive documents, only if requested by one or more of the following individuals or entities:
- 3.1.1 The Mayor or his designee (i.e. Chief of Staff, etc.);
 - 3.1.2 A City department director;
 - 3.1.3 City Council, upon the vote of eight or more members for a specific proposition;
 - 3.1.4 A City Council Committee, upon the request of the majority of the members of the committee; or
 - 3.1.5 An authorized designee of any of the above.
- 3.2 The Legal Department will not work on any substantive legal documents, as set forth above, requested by any of the following:
- 3.2.1 An individual Council Member, except incidental opinions relating to duties of office;
 - 3.2.2 Council Members, except upon vote of eight or more members;
 - 3.2.3 A City Council Committee, except upon the request of a majority of the members of the Committee; or
 - 3.2.4 Any City employee who is not an authorized designee of the department director.

Approved:

A handwritten signature in cursive script, likely belonging to the Mayor, is written over the "Approved:" line.

Date Approved:

March 2, 1999

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